



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

UKMT Administrator, UK Mathematics Trust, School of Mathematics



Salary: Grade 5 (£23,067– £27,615 p.a.)

Reference: EPSMA1001

Closing date: 14 October 2019

We will consider job share / flexible working arrangements

UKMT Administrator

School of Mathematics, Faculty of Mathematics and Physical Sciences

Are you well organised and able to work effectively on your own and as part of a small team? Do you have excellent interpersonal skills, with the ability to communicate effectively with a wide range of people? Are you flexible and adaptable, with the ability to move between tasks as workload requires?

Working for the UK Mathematics Trust (UKMT), a charity whose aim is to advance the education of young people in mathematics, you will support the organisation, development and delivery of UKMT's events and activities. This will include co-ordinating and delivering UK and overseas residential camps and competitions, and organising and attending the high profile annual International Mathematical Olympiad lecture and celebration, which may require occasional work outside office hours.

In addition, you will be a member of a small team providing excellent service to our customers. We need to be flexible and responsive to changing demands of the UK Mathematics Trust and developments in our strategy and services to meet customer expectations.

You will have excellent organisational skills, including the ability to organise events. You will also have the ability to communicate with people at all levels and to work effectively with others in a busy customer service role. In addition, you will be able to use your own initiative and analyse and improve working processes.

What does the role entail?

As a UKMT Administrator, your main duties will include:

- Working closely with volunteers to coordinate and deliver UK and overseas residential camps and competitions;
- Organising and attending the high profile annual International Mathematical Olympiad lecture and celebration;
- Liaising with the UKMT's sponsors to uphold our agreements and ensure they want to continue supporting us in the future;



- Managing your own budget for all activities, including monitoring and reviewing expenditure making cost savings as appropriate, analysing income and expenditure with the previous year, and working closely with the Finance Officer to ensure up to date and relevant financial reporting;
- Ensuring the UKMT's policies are met at all times when carrying out your work, in particular but not limited to Child Protection policy, Data Protection policy and Health & Safety policy;
- Working closely with our customer services team ensuring great customer service is delivered to all of our customers at all times, including via the telephone, email, social media and via our website, and being the point of escalation for any queries that our first line customer service team can't resolve;
- Attending conferences, events, executive committee meetings, and camps which will include weekends and evenings as appropriate;
- Supporting and working with other colleagues as necessary to ensure smooth running of all UKMT activities and contributing to the Trust's wider activities which may include providing administrative support to board committees, such as taking minutes;
- Designing, collecting and analysing feedback about our activities, events and service and implementing actions to continually improve our service delivery in line with the UKMT's strategic objectives.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a UKMT Administrator you will have:

- The ability to gain knowledge in a new role quickly and show dedication to the work that you are doing;
- A passion and enthusiasm for the Trust's aims with the ability to lead others in their pursuit;
- Exceptional organisational and time management skills,
- The ability to make decisions and use your own initiative;
- The ability to work effectively with others in a busy customer service-based role;



- The ability to communicate with people at all levels including executive committees, customers, volunteers and managers, including the ability to keep key stakeholders up-to-date;
- An understanding of key policies which are important to the Trust, such as Safeguarding and GDPR;
- The ability to organise events, communicate plans and deliver an exceptional experience for the customer;
- The ability to analyse working processes and seek to drive improvement, including increasing the use of technology to reduce workload and paper usage.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Hannah Telfer, UKMT Operations Manager

Tel: +44 (0)113 343 7691

Email: H.H.Telfer@leeds.ac.uk

Additional information

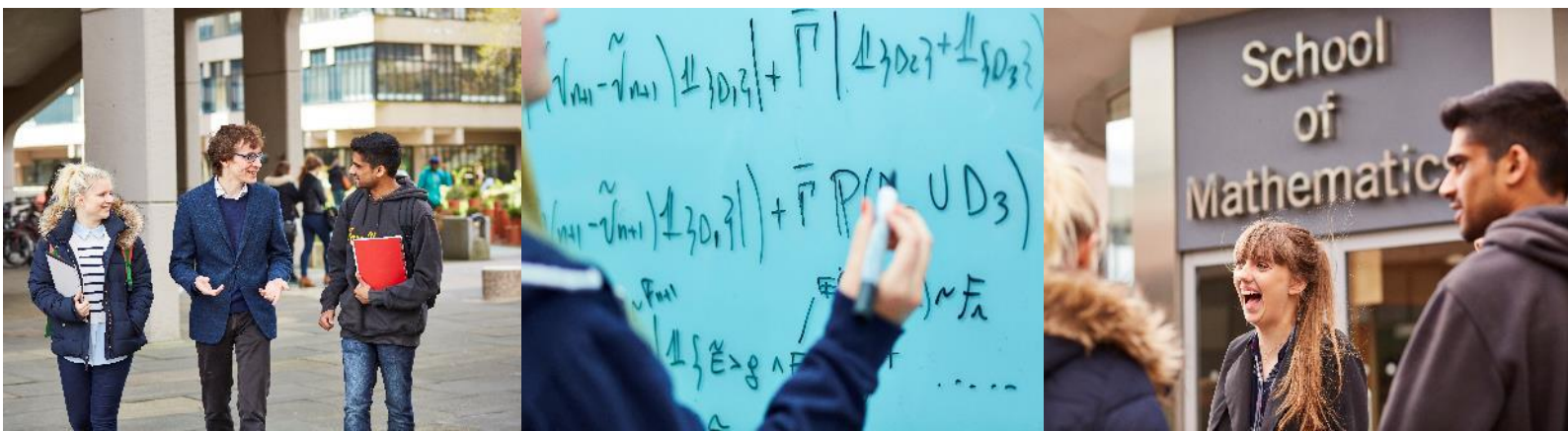
The UK Mathematics Trust



United Kingdom
Mathematics Trust

Find out more about the UK Mathematics Trust: <https://www.ukmt.org.uk/>

Working at Leeds



Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records information](#).

